

STATINTL

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♦♦ **RAMO-WOOLDRIDGE** a division of *Thompson Ramo Wooldridge Inc.*

## INTEROFFICE CORRESPONDENCE

TO:

CC:

DATE: 24 February 1961

SUBJECT Substantiation of Travel Costs  
CONTRACT CDP1-3

FROM:

Pursuant to your request the following is an extract from a memorandum dated May 6, 1960:

"We had been requested to provide retroactive detailed substantiation for all travel undertaken under Contracts CDP1-3 and CDP1-4. We objected to this as it would entail a tremendous amount of research to justify travel which had been made with the knowledge and consent of the customer. It was decided that we would not have to provide retroactive justification, but a site audit would be made by the customer auditors. We do not anticipate too much travel in the future on these two contracts, so cost substantiation will be submitted with the travel vouchers in the future."

JAW:g

*The auditor has retained  
a copy of this memo.*

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